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Security Information

EYES ONLY

7 February 1952

MEMORANDUM FOR: Each Office Head

SUBJECT : Emergency Plan

REFERENCE : Letter to each Office Head, dated 11 April 1951,
subject as above.

25X1A9a

1. Paragraph 2. of reference letter is amended to read: "Colonel [redacted], Special Assistant to DD/A has been designated as Emergency Planning Officer for the Agency and Mr. [redacted], Special Assistant to the DD/A is designated as (Assistant Emergency Planning Officer)." 25X1A9a

2. In order to guarantee a continuous up-to-date list of our Emergency Force, it is necessary that the following steps be taken by each interested office:

a. All changes must be reported immediately to the Assistant Emergency Planning Officer by submission of:

(1) Memorandum of transmittal in duplicate stating the requested change or changes. This memorandum should include as applicable;

- (a) Changes in personnel on Emergency Force necessitated by reorganization;
- (b) Name of individual being replaced;
- (c) Full name of new designee;
- (d) If new designee has previously appeared on Emergency Force list of another office (indicate office).

(2) Attached to the transmittal should be the required background information in duplicate (see attached form). This form should also be completed each time an individual on your list has a change of home address, office, telephone number, etc.

(3) A completed Special Purpose Badge Identification Card (Form #38-82). These forms may be obtained through normal supply channels.

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No Change in Class.	<input type="checkbox"/>
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(4) The fact that there have been no changes should be reported the first working day of each month by telephoning the Assistant Emergency Planning Officer, extension 3513. ✓

3. Knowledge of the contents of this memorandum will be restricted to the fewest number of individuals essential to the preparation of reply and will in no case be communicated to any individual not to be included on the Emergency Force.

FOIAb3b


L. K. WHITE
Actg Deputy Director
(Administration)

1 Attachment;
Form

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS